

CITY OF EL PASO

EPAS

5001 Fred Wilson Dr. El Paso, Texas 79906

Phone (915)212-PAWS Fax (915)212-0324



El Paso Animal Services Application

Date: _____

Organization Name: _____ Phone: _____

Property Address: _____

City/State/Zip: _____

Mailing Address (if different from above): _____

City/State/Zip: _____

Owner/President Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

Email: _____ Website: _____

Personnel Authorized:

Name	Phone

Are you a 501c3 Tax Exempt Organization? Yes No

If the organization is NOT a tax exempt, non-profit corporation, please provide a description of the organizational structure in the space below:

Types of services that are provided? (check all that apply)

Medical Care Foster Program Adoptions Lifetime Care Transfer to other agencies

Number of rescued animals per year:

Animal List

Type of Animal(s) (Dogs, Cats, Livestock, Fowl, Rabbits, etc.)	Number Kept per Week

Attached Document Checklist:

1. Recommendation letter from a licensed veterinarian
2. Recommendation letter from an approved local rescue group 501(C)3

Behavior Programs

Type of behavior programs provided (Check all that apply)

- Housebreaking
 Litter box
 Leash Training
 Excessive Barking
 Fearfulness
 Lack of early socialization
 Separation anxiety
 Phobias

- I will/ will NOT ensure that each animal will receive the appropriate levels and types of exercise, environment, human interaction, socialization, and training.

Medical Program

Veterinarian Name	Address	Phone Number	Specialty

- I will / will NOT provide the following routine veterinary care for all animals received:
 1) Rabies vaccines 2) age appropriate vaccines 3) Parvo vaccines and 4) Distemper vaccines.
- I will / will NOT neuter/spay all animals prior to placement.

Foster Program

Number of active foster homes: _____

Maximum number of animals per foster home: _____

Do you conduct foster home inspections? Yes No

Adoption Program

Adoption Process: How do you evaluate animals and applicants?

How do you match animals with applicants?

Promotion Process: Describe how you promote your animals. Describe all relationships with retailers (e.g. Petsmart), when and how do adopters interact with your animals.

Screening Process: Include a description of your screening process, policy on home visits, counseling provided to adopter, transfer of ownership procedures, and whether you accept returns. If you do not accept 100% of your animals back on a failed adoption, please describe under what circumstances you do not accept a return.

Follow-up Program: Include how often you follow up with adopters and for how long. Do you provide any post-adoption support?

Attached Document Checklist:

- Adoption Contract
- Letter of Recommendation from your personal Veterinarian
- Contact information for your local Animal Control

What is your City's Municipals Code regarding the animal stray hold period and do you comply?

EPAS Rescue Agreement

EPAS endeavors to support rescue partners for the benefit of placing our companion animals into humane environments. EPAS recognizes the importance of rescue partners as well as protecting the interest of animals placed in our care and has established specific requirements:

1. A completed and approved rescue partner application must be on file prior to release of any animals to any rescue partner and/or its authorized representatives.
2. EPAS must be notified immediately of any changes in the rescue partner organization, such as location changes, principle/officer changes, contact information (phone numbers, e-mail addresses), and authorized representatives that may pull animals from the shelter on behalf of any approved rescue partner.
3. EPAS will only release animals to authorized rescue partner representatives that are listed on the application unless prior arrangements have been agreed upon. New partner representatives will be required to provide identification.
4. Communication between authorized rescue contacts and the designated rescue staff will be conducted using the EPASRescue@ElPasoTexas.org e-mail address.
5. An approved Rescue Partner is an extension of the EPAS and as such is expected to support the mission and efforts of EPAS. False, misleading or controversial media, publications and social media content directed towards or about EPAS is not acceptable.
6. Rescue Partner acknowledges that no director, operator, staff, and/or animal caregivers of Rescue Partner have been charged for, convicted of, found guilty of, or entered a plea of nolo contendere or guilty to, regardless of adjudication, animal cruelty, neglect, or abandonment.
7. The Director of EPAS and the Rescue Program Coordinator have the sole discretion to determine which animals may be released for rescue.
8. A maximum of 48 hours from the emancipation date shall be extended to the approved rescue partner to pick up animals from EPAS unless agreed otherwise.
9. If a rescue partner refers a potential adopter to EPAS regarding an animal available for adoption, the normal EPAS adoption procedures and fees will be followed.
10. During their holding period, stray animals at EPAS are not available for this program, unless EPAS approval has been given to place the animal in a temporary foster environment during the stray hold period.
11. In the event an approved rescue partner accepts an intact animal due to medical condition or age, it is the rescue partner's responsibility to spay/neuter the animal prior to adoption from their organization and provide written proof to EPAS.

- 12. The rescue partner shall comply with any requests from the return of EPAS fostered animals as they remain the sole property of EPAS.
- 13. The disposition of all animals obtained from EPAS, as well as all current owner information must be forwarded to EPAS in the event such information is requested.
- 14. EPAS cannot guarantee the health of any animal, or be responsible for any illness transmitted to other animals in the care of the rescue partner.
- 15. The rescue partner must agree to an inspection of all animal housing facilities by a representative of EPAS if so requested.
- 16. All rescue partners and their authorized representatives must reside in a “pets allowed” living situation and shall comply with local zoning ordinances regarding the number of animals permitted and facility requirements.
- 17. All rescue partners must comply with Title 7, El Paso City Code of Ordinances. (http://elpaso-tx.elaws.us/code/coor_title7) and 8.28 Texas State Statute.
- 18. Failure to adhere to this agreement may result in immediate termination of this agreement.
 - a. First violation of contract – 1 month suspension of partnership
 - b. Second violation of contract – 1 year suspension of partnership
 - c. Third violation of contract – 5 year suspension of partnership
- 19. EPAS reserves the right to deny or terminate any application at any time.

I have received and agree to abide by the requirements listed above:

Name of Applicant acting as representative for agency: _____

Date: _____ Signature: _____

Your signature indicates agreement to comply with City of El Paso Animal Services Rescue and Transfers policies.

Department of Animal Services Rescue Partner Code of Conduct

Every rescue partner and EPAS employee are expected to do the following:

- Demonstrate courtesy at all times.
- Behave in a responsible manner, always exercising self-discipline.
- Respect the rights and privileges of others.

Unacceptable behaviors include the following:

- Being involved in any instance of any form of insubordination.
- Failure to conform to all City rules.
- Use of profanity, vulgar language or obscene gestures.
- Defacing/damaging City property or the property of others.
- Engaging in inappropriate physical or verbal contact.
- Involvement with drugs, alcohol or weapons.
- Making inappropriate or harassing statements on social media.
- Posting misleading or controversial media, publications and social media content directed towards or about EPAS is not acceptable.

Persons behaving in unacceptable manners as listed above may face the following discipline options:

- Conference with staff and person involved in misbehavior.
- Suspension from participation in program(s) for 1 month to 5 years.
- Notification of outside agencies, and/or police when appropriate.
- Acts of misbehavior of a violent nature will result in police involvement and immediate removal from the program.

This Code of Conduct applies to all persons participating in any manner in EPAS program.

Name of Applicant acting as representative for agency: _____

Date: _____ Signature: _____

EPAS Employee: _____

Date: _____ Signature: _____

I, _____, of
_____ (Rescue
Group) understand that I am agreeing to the following:

1. If any animal tests positive for Parvovirus we will seek treatment and will not euthanize the animal, unless it is humanely necessary and we will contact the EPAS first.
2. If any animal tests positive for Distemper we will seek treatment and will not euthanize the animal, unless it is humanely necessary and we will contact the EPAS first.
3. If any animal tests positive for Panleukopenia we will seek treatment and will not euthanize the animal, unless it is humanely necessary and we will contact the EPAS first.
4. If any animal tests positive for Calicivirus we will seek treatment and will not euthanize the animal, unless it is humanely necessary and we will contact the EPAS first.
5. If any animal tests positive for Ringworm we will seek treatment and will not euthanize the animal, unless it is humanely necessary and we will contact the EPAS first.
6. If any animal tests positive for FeLV or FIV we will seek treatment and will not euthanize the animal, unless it is humanely necessary and we will contact the EPAS first.
7. **If at any time an animal originating from EPAS requires euthanasia, EPAS requests notification prior to the euthanasia if humanly possible.**

This agreement is legally binding and is voluntarily signed prior to Rescue Group pulling any animals from the City of El Paso EPAS.

Signature of Authorized Rescue Group Representative

Date